



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 27th October 2021

To: Cllr. Joanne Raywood, Cllr. Simon Raywood, Cllr. Hilarie Bowman, Cllr. R Gurney, Mr Ryan Maggs and Mr Richard Carey

You are summoned to a meeting of the Planning Committee, to be held in the **Court Room, Tewkesbury Town Hall, on Wednesday 27th October 2021 at 7.00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
20th October 2021

AGENDA

- 1. Welcome and introductions.**
- 2. To receive apologies for absence**
- 3. To receive declarations of interest**
- 4. To receive and consider requests for dispensations**
- 5. Public participation** *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*
- 6. To approve the minutes of the Planning Committee meeting held on 13th October 2021**
- 7. To receive updates on matters arising from the minutes – for information only**
- 8. To note correspondence**



9. Change the name of shop sign.

Planning Application
154 High Street Tewkesbury Gloucestershire GL20 5JP
Ref. No: 21/01165/LBC

Observations:

10. Felling of two Eucalyptus trees in the garden.

Planning Application
10 Bredon Road Tewkesbury Gloucestershire GL20 5BZ
Ref. No: 21/01196/TCA

Observations:

- 11. To note any additional applications on the Planning Portal which will expire before 10th November 2021 and agree further actions**
- 12. To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**
- 13. To consider the proposed response to Tewkesbury Borough Council's review of its Statement of Community Involvement and agree further actions**
- 14. To review the Pre-Applications Policy and agree any necessary amendments.**

NB: All information relating to the Planning Applications listed above can be obtained in a digital format through the Planning Portal. Hold the cursor over the Application title within the agenda, press Control + Click.



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 13th October 2021

Present: Cllrs. J Raywood, S Raywood, R Gurney, C Danter, Mr R Maggs and Mr R Carey

Also present: One member of the public, for part of the meeting

MINUTES

The meeting commenced at 7.00pm

P.21/22.109 Welcome and introductions.

The meeting commenced at 19:00. The chairman welcomed all present, ensuring that each person present is known to the others.

P.21/22.110 To receive apologies for absence

Cllr. H Bowman

P.21/22.111 To receive declarations of interest

None

P.21/22.112 To receive and consider requests for dispensations

None

P.21/22.113 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None

P.21/22.114 To approve the minutes of the Planning Committee meeting held on 29th September 2021

21/22086 – minutes remove water

Proposed by Cllr. R Gurney Seconded by Mr R Carey

It was **resolved** to approve the **minutes**



P.21/22.115 To receive updates on matters arising from the minutes – for information only

None

P.21/22.116 To note correspondence

The next meeting of the Tewkesbury Town Regeneration Partnership will take place on the 24th November.

P.21/22.117 Replacement of existing timber window units with UPVC double glazed units throughout the building.

Planning Application

The Maltings Station Street Tewkesbury Gloucestershire GL20 5NN

Ref. No: 21/00652/FUL

Observations:

No objection

A member of the public arrived, wishing to know the outcome of item P.21/22.117. He described the worry experienced by residents of the building, due to a lack of clear communication from the management company. The chairman will write to the management company, asking that residents be relieved of this uncertainty. The member of the public then left the meeting.

P.21/22.118 Erection of a single storey rear extension.

Planning Application

30 Warwick Place Tewkesbury Gloucestershire GL20 5EG

Ref. No: 21/00780/FUL

Observations:

No objection

P.21/22.119 To note any additional applications on the Planning Portal which will expire before 27th October 2021 and agree further actions

None

P.21/22.120 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None



P.21/22.121 To note decisions made in September 2021 on planning applications to Tewkesbury Borough Council

Noted

P.21/22.122 To consider the proposed response to Tewkesbury Borough's Draft Heritage Strategy Consultation and agree further actions
www.tewkesbury.gov.uk/heritage#heritage-strategy

A draft response was circulated prior to the meeting.
Proposed by Cllr. S Raywood Seconded by Mr R Carey
It was **resolved to approve** the response, subject to the inclusion of public toilets in the list of public realm assets belonging to the Town Council

P.21/22.123 To consider the proposed response to Tewkesbury Borough's Shopfronts, Shutters and Signage: Design Guidance for Tewkesbury Borough. Supplementary Planning Document – Consultation and agree further actions
www.tewkesbury.gov.uk/local-plan#draft-shopfronts,-shutters-and-signage:-design-guidance-for-tewkesbury-borough-spd.

A draft response was circulated prior to the meeting.
Proposed by Cllr. R Gurney Seconded by Mr R Carey
It was **resolved to approve** the response

P.21/22.124 To consider Tewkesbury Borough Council's review of its Statement of Community Involvement and agree further actions

The committee discussed the following points:

- The effectiveness of public events, such as Tewkesbury 2021 and the HAZ event. These encourage residents to discuss planning issues and, the more that happens, the more people become drawn-in to the discussions.
- The importance of widespread publicity (via posters, social media, radio and local press) for such events
- The need to continue with collaborative work between TTC, TBC and GCC
- The need for TTRP to be more open and for their meetings to have more meaningful content and a clearer purpose
- The need for the planning authorities to understand more clearly how parish councils operate
- The need for the public and local organised pressure groups to engage with developing and emerging policy at an early stage, while there is still scope for change
- The need to ensure that people who do not use digital technology can still have ready access to planning information
- Opportunities to improve communication, such as:
 - Ensuring the clarity of maps and plans
 - Use of shop window displays and noticeboards
 - Development of social media platform pages about planning issues



- Shareable policy maps
- Review of the design of green notices to improve accessibility
- The need to ensure that planning authorities and their officers are perceived to be supportive of the neighbourhood planning process
- The need for planning authorities to review how they deliver support to NDP groups and to explore best practice in other places

Cllr. J Raywood will formulate a draft response from the above, for review at the next meeting.

All business being completed, the meeting closed at 8.10pm

Signature of Chairman

Date

Draft response to Tewkesbury Borough Council's Statement of Community Involvement

Questions:

a) Thinking about your experience and knowledge of the area, what do you think has worked well (and not so well) when involving the community in planning matters? It will be particularly useful to understand what, in your view, currently works well (and not so well) in terms of: • how people are involved in planning matters – think about how effective consultation approaches such as public meetings; exhibitions, workshops and surveys can be and the role of online and digital engagement approaches • who gets involved, especially any groups within the community who you feel are not able to fully participate in consultations.

- Public events, such as Tewkesbury 2021 the HAZ event and the open meetings in the Town Hall are very effective and elicit a lot of public interest. These encourage residents to discuss planning issues and, the more that happens, the more people become drawn-in to the discussions.
- The importance of widespread publicity (via posters, social media, radio and local press) for such events is important.
- Collaborative work between TTC, TBC and GCC is effective. Tewkesbury Town Council is a good conduit for the passage of information between the planning authorities and the public.
- TTRP needs to be more open and its meetings need to have more meaningful content and a clearer purpose in order to avoid frustration amongst local stakeholders.
- The planning authorities need to understand more clearly the impact of legal restrictions upon the way in which parish councils must operate, for example, statutory notice periods for meetings.
- Both the general public and local organised pressure groups need to understand how important it is to engage with developing and emerging policy at an early stage, while there is still scope for change.
- While the increasing use of digital technology resonates well with the majority of the population, there is a need to ensure that people who do not use digital technology, for whatever reason, can still have ready access to planning information.

b) Based on your experience, we would also like to know how you think consultation and the involvement of communities in planning could be done better or differently in the future? Some ideas might include: • Greater use of digital engagement tools; social media and websites • Engaging harder to reach groups – taking the consultation to them - if so who and how? • Explaining the planning process more clearly • Getting more people involved at the local plan stage, before planning applications are submitted: eg simpler, more visual local plans; use of site notices for site allocations to reach local residents

The Town Council considers that there are several strategies that could be used to improve public engagement, such as:

- Ensuring the clarity of maps and plans so that they are meaningful to people. This might also include the provision of braille maps, together with audio guides, and also the exploration of alternative colour schemes for annotation and map legends, so that they work for partially sighted and colourblind residents.
- Use of shop window displays and noticeboards
- Development of frequently updated social media platform pages about planning issues
- Shareable policy maps

- Review of the design of green notices to improve accessibility: ie. consideration of whether black text on a green background is the most appropriate solution, exploration of effectiveness of less text and larger fonts, and the use of QR codes to provide access to further information.

c) Neighbourhood Planning - The SCI needs to set out the Council's policies for how it will support communities undertaking neighbourhood planning. The Council currently sets out how it supports parish councils in this area on its website (<https://www.tewkesbury.gov.uk/neighbourhood-development-plans/neighbourhood-planpreparation>). The new SCI will use the information currently on the Council's website so would be helpful to know if you find the information clear and helpful.

- There is a need to ensure that planning authorities and their officers are perceived to be supportive of the neighbourhood planning process.
- The Planning Authority could review how they deliver support to NDP groups and explore examples of best practice in other places.
- The information is clear and helpful but there is a lot of text. A process diagram may be helpful for quick reference by NDP groups.

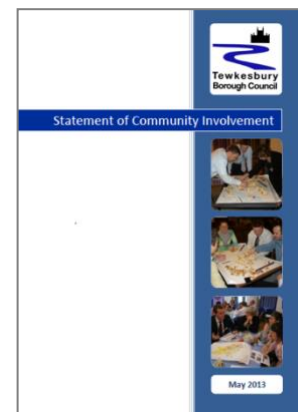
Information gathering for the review of the Statement of Community Involvement (SCI): capturing parish councils' experience of community involvement in planning

1. Overview

All local planning authorities are required to produce, and keep up to date, an SCI showing how communities and stakeholders will be consulted on a range of planning matters (including local plans, supplementary planning documents and planning applications). The SCI should also set out the Council's policies for supporting communities undertaking neighbourhood planning.

Since the current SCI was adopted in 2013, there has been a significant number of changes to planning legislation and regulations, as well as the more recent experience during the Covid-19 pandemic which has seen a move towards more online meetings and use of digital tools and methods for engaging and consulting stakeholders. There is a recognised need to make things simpler, easier for people to get involved and more appealing to a wider group of people.

Hyas Associates have been commissioned by Tewkesbury Borough Council to undertake the SCI review and, as part of gathering information to inform the review process, we would like you to share your experience and views on community involvement in planning in the Borough.



2. What is the Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out how the Council will involve the community in planning matters. It is an important document as it provides clarity as to how and when people can expect to be involved in the planning system. When preparing plans and determining planning applications the Council must comply with the community engagement requirements as set out in the SCI.

All sections of the community have the opportunity to be actively and continuously involved from the start of the planning process, including in the preparation of plans and decisions on planning applications. The aim is that by achieving greater community engagement throughout the planning process, stakeholders and other organisations will have active involvement in identifying and addressing planning issues, and in the development of planning policies and proposals. Early and ongoing engagement in the planning process can

help to achieve consensus and may reduce objections to a local plan and planning applications. Community involvement can also provide useful information to support greater understanding of the planning process.

3. What will the SCI include?

The SCI will set out the approach to community involvement for:

- **Planning policy** preparation, such as the local plan and other supplementary planning documents. The SCI could also make reference to the review of the Joint Core Strategy to help local communities understand how they can expect to be involved in that process
- The determination of **planning applications**, including the expected approach to pre-application consultation and publicity by developers.

The SCI will also set out how the Council will provide support to parish councils/ neighbourhood forums when preparing **neighbourhood plans**.

4. Your experience – please give us your views

As part of the review of the existing 2013, Statement of Community Involvement, we would like to gather some information from you. What we are seeking at this stage is your thoughts on how the Council currently involves the community in planning matters and what could be changed or improved. Please consider the following in your response:

What works well? eg:

- *Borough magazine*
- *Parish council seminars*
- *Social media*

What can be done better/ differently? eg:

- *Use neighbour notification letters for planning applications*
- *Use local noticeboards/ shop windows for posters and information raising awareness*
- *Documents not always easy to find – consider how to improve this*
- *Need to reach young people more effectively, especially young adults*
- *Deliver more meetings and presentations face to face or online?*

In preparing the SCI it will be important to bear in mind that consultation methods used should be appropriate to the stage of the planning process concerned and the needs of the local community. The aim is to maximise the opportunity for community involvement, while making sure the resources required are proportionate, and time- and cost-effective.

In your response, we would be grateful if you could consider the following questions:

Questions:

a) Thinking about your experience and knowledge of the area, what do you think has worked well (and not so well) when involving the community in planning matters?

It will be particularly useful to understand what, in your view, currently works well (and not so well) in terms of:

- **how** people are involved in planning matters – think about how effective consultation approaches such as public meetings; exhibitions, workshops and surveys can be and the role of online and digital engagement approaches
- **who** gets involved, especially any groups within the community who you feel are not able to fully participate in consultations.

b) Based on your experience, we would also like to know how you think consultation and the involvement of communities in planning could be done better or differently in the future?

Some ideas might include:

- Greater use of digital engagement tools; social media and websites
- Engaging harder to reach groups – taking the consultation to them - if so who and how?
- Explaining the planning process more clearly
- Getting more people involved at the local plan stage, before planning applications are submitted: eg simpler, more visual local plans; use of site notices for site allocations to reach local residents

c) Neighbourhood Planning

The SCI needs to set out the Council's policies for how it will support communities undertaking neighbourhood planning. The Council currently sets out how it supports parish councils in this area on its website (<https://www.tewkesbury.gov.uk/neighbourhood-development-plans/neighbourhood-plan-preparation>). The new SCI will use the information currently on the Council's website so would be helpful to know if you find the information clear and helpful.

5. Feedback

Please send your responses to: Diane.webber@hyas.co.uk by 5pm on Monday 12th November 2021

If you are unable to provide a response by this date please let us know and we will do our best to accommodate your timetable.

If you wish to discuss this with a Council Officer, please contact Joanna Symons:

Joanna.symons@tewkesbury.gov.uk **However, please do not send responses to this email address.**